**Online Course Review**

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| Courses developed for online instruction are reviewed on the review schedule outlined by Academic Affairs. The following criteria are used to guide the assessment of online course materials. |
| For criteria using a scale  *Status:*  *4: Ready to implement.*  *3: Satisfactory, but could use some minor modification; see comments.*  *2: Please make changes noted in the comments.*  *1: Not evident or needs major work.* |
| **Course # and Title:** |
| **Submitting Instructor:** |
| **Date(s):** |
| **Reviewer’s Name:** |

**Required Components**

|  |  |  |
| --- | --- | --- |
| **1. Content organization meets the following criteria:** | ***Met*** | ***Not met*** |
| Course is organized into units based on week or topic, not by item types. |  |  |
| Organization schema and visuals are used consistently. |  |  |
| Course structure is apparent and easy to navigate. |  |  |
| Material becomes available according to course schedule. |  |  |

*Comments:*

|  |  |  |
| --- | --- | --- |
| **2. A gradebook is created and linked to gradable content items/assignments.** | ***Met*** | ***Not met*** |
| a. A gradebook is created |  |  |
| b. The gradebook assignments are linked to the content items using First Submission settings when appropriate. |  |  |

*Comments:*

|  |  |  |
| --- | --- | --- |
| **3. There are timely opportunities for students to give feedback on the technical aspects of the course.** | ***Met*** | ***Not met*** |

*Comments:*

***Syllabus Content***

|  |  |  |
| --- | --- | --- |
| **4. The syllabus includes the following:** | ***Met*** | ***Not met*** |
| a. Contact information for instructor. |  |  |
| b. Contact information for the sponsoring program/department. |  |  |
| c. Listing of online office hours. |  |  |
| d. Statement of learning objectives. |  |  |
| e. Minimally, link to the online statement of the campus Academic Integrity Policy:   * Judicial Affairs section on Plagiarism:<http://www.fredonia.edu/studentaffairs/judicialaffairs/academic_policy.asp> * Student Affairs University Policy information about Academic Integrity:<http://www.fredonia.edu/StudentAffairs/JudicialAffairs/policies.asp#academic> |  |  |

*Comments:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. The syllabus and/or Course Information folder meet(s) the following criteria:** | **4** | **3** | **2** | **1** |
| a. A clear description of the online learning environment including critical elements of the online learning environment. (Ex. login, participation, and submission expectations.) |  |  |  |  |
| b. Contain(s) a course schedule including a listing of all readings and assignments, with deadlines/due dates |  |  |  |  |
| c. Readings, assignments, etc. listed in the online course use the exact title as listed on the syllabus. |  |  |  |  |
| d. Clear information about where assignments are to be submitted is provided (e.g., drop box, discussion forum). |  |  |  |  |
| e. Assignment due dates are explicit, including dates/times. This includes - but is not limited to - assessments, drop boxes, discussion forums, hidden content, and other major course elements. |  |  |  |  |
| f. Textbook information includes (a) textbook information; (b) full ISBN; and (c) information from publisher on accessing required companion online products. |  |  |  |  |
| g. Login, attendance, and participation expectations are clarified. |  |  |  |  |
| h. Directions for assignments are clearly documented, inclusive of technical requirements. (Note: This may include sample assignments.) |  |  |  |  |
| i. Contains grading information meeting the following criteria:  (1) Includes a grading scale, assignment values, and weights.  (2) Includes a statement about how students’ grades can be accessed.  NOTE: Recommended is the use of rubrics or grading criteria. |  |  |  |  |
| j. Contains the official Disability Services statement or the link to this statement at<http://www.fredonia.edu/tlc/dss/faculty/index.asp>. |  |  |  |  |

*Comments:*

***Student Engagement***

|  |  |  |
| --- | --- | --- |
| **6. Course provides several opportunities for student-student and student-faculty interaction and communication throughout the course, such as:**   * Graded discussion * Student-faculty interaction (student questions) * Community-building | ***Met*** | ***Not met*** |

*Comments:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8. Online readiness activities are included during the beginning of the course (e.g., Introduce Yourself forum, assessment on the syllabus/course procedures, and/or assignments that let the students test the technology that they will be using during the course).** | **4** | **3** | **2** | **1** |

*Comments:*

***Student Support & Resources***

|  |  |  |  |
| --- | --- | --- | --- |
| **9. If non-campus technical resources are used in the course, support information is supplied (e.g., textbook website, blogs, YouTube).** | ***Met*** | ***Not met*** | ***NA*** |

*Comments:*

|  |  |  |  |
| --- | --- | --- | --- |
| **10. Contains outside resources to supplement the text and/or parallel materials that replace the lecture piece of the course.** | **Met** | **Not Met** | **NA** |

*Comments:*

***Use of Technology***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **11. A variety of technology components and multimedia elements is used to deliver the course content.** | **4** | **3** | **2** | **1** |

*Comments:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **12. Appropriate technology is functional as follows:** | ***4*** | ***3*** | ***2*** | ***1*** |
| a. All links work. |  |  |  |  |
| b. Assessment tools match the assessment task and are functional |  |  |  |  |
| c. Dates for hidden content are accurate. |  |  |  |  |
| d. Grades are communicated via Gradebook. |  |  |  |  |
| e. Assignments are collected through Angel, Turnitin, iTunesU, GoogleDrive, a dropbox, and/or another relevant venue with sufficient capacity for the assignment. |  |  |  |  |
| f. Multimedia assignments are submitted through iTunesU or another venue with sufficient capacity for the assignment. |  |  |  |  |
| g. Assignments are linked to the gradebook. |  |  |  |  |
| h. Class discussions take place in forums and other relevant venues. |  |  |  |  |
| i. Content items are not emailed to students, but are posted to relevant course venues. |  |  |  |  |
| j. No more than 2 page scrolls are required by the user to navigate each web content item. |  |  |  |  |
| k. Assignment instructions included relevant file-naming conventions. (Students name their assignments in a standard way, such as *MyLastName ENGL100 Assignment 1*.) |  |  |  |  |

*Comments:*

|  |  |  |
| --- | --- | --- |
| **13. Course adheres to basic ADA standards, as follows:** | ***Met*** | ***Not met*** |
| a. Text size can be altered by browser. |  |  |
| b. Content does not pair red/green or yellow/blue. |  |  |
| c. Colored backgrounds other than white or black are not used. |  |  |

*Comments:*

***Review Information***

|  |  |  |
| --- | --- | --- |
| **This course has been reviewed and shared with the online instructor:** | **Yes**  **Date:** | **No** |
| **This course has been modified by the instructor based on recommendations:** | **Yes**  **Date** | **No** |
| **This review has been shared with the appropriate dean:** | **Yes**  **Date** | **No** |